



OFFICE OF PUBLIC INSTRUCTION

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Linda McCulloch
Superintendent

MEMORANDUM

To: Montana Educator Licensure Applicant
From: Educator Licensure
RE: Montana Fingerprint-Based Background Check Requirement

Effective for persons applying for licensure on or after January 1, 2003, the Montana Board of Public Education adopted Administrative Rule 10.57.201A, requiring certain applicants for educator licensure to submit an application and fingerprint card for a national fingerprint-based background check. The rule applies to (1) initial applicants, (2) those who apply for emergency authorization of employment, and (3) those who seek to reinstate a lapsed or revoked license.

The complete text of the rule may be viewed on the Office of Public Instruction website at <http://www.opi.mt.gov/cert>, → "Other Licensure Tools" → "Educator Licensure Chapter 57, Administrative Rules". Scroll through the document to Rule 10.57.201A.

FINGERPRINT BACKGROUND CHECK INSTRUCTIONS


Step	Action
1	With a pen, complete ALL sections of the fingerprint card that apply to you. You must provide your name, address and date of birth, as they appear on a valid identification document. If you have been convicted of a crime, you must provide a description of the crime on the "Character and Fitness Information" pages of your licensure application. False statements of material fact, misrepresentations, or omissions of material fact in or with your application may lead to the denial of the license you are seeking or suspension or revocation or an existing license.
2	Go to your local law enforcement office or other agency offering fingerprinting services to complete the fingerprinting. The agency may charge you for this service. The fingerprints must be clear. Smudged or unclear prints will be rejected by the state and/or FBI and you will be required to go through the process again. The agency taking your fingerprints may require you to pay another fee for the service.
3	Mail the completed fingerprint card to: Montana Department of Justice PO Box 201403 Helena, MT 59620-1403
4	DO: Include a check for \$29.25, payable to the DOJ. <ul style="list-style-type: none">DO NOT fold the completed fingerprint card.DO NOT send the completed card and check or money order to OPI.
5	If your fingerprints are rejected, OPI will notify you by letter. Please follow the instructions in that letter to complete the process again.

Your licensure application will not proceed until we receive the background check.

Please contact us at 406-444-3150 or cert@mt.gov if you have questions regarding compliance with the fingerprint background check requirement. Thank you for your cooperation.

"It is the mission of the Office of Public Instruction to improve teaching and learning through communication, collaboration, advocacy, and accountability to those we serve."

FINGERPRINT BACKGROUND CHECK INSTRUCTIONS

Step	Action
1	Print these instructions and take them with you to a local law enforcement office offering fingerprinting services.
2	Request a fingerprint card from the law enforcement office. If the law enforcement office does not have fingerprint cards, the cards are available to them at no charge from the Montana Department of Justice at 406-444-3625.
3	With a pen, complete the highlighted sections that apply to you. 
4	Complete the additional text required in blocks A , B and C in the sample to the right. This information tells the Department of Justice where to send the results.
5	Complete the fingerprinting. The fingerprints must be clear. Smudged or unclear prints will be rejected by the state and/or FBI and you will be required to go through the process again.
6	Mail the completed fingerprint card to: Montana Department of Justice PO Box 201403 Helena, MT 59620-1403 <ul style="list-style-type: none"> • <i>Include a check for \$29.25, payable to the DOJ.</i> • <i>DO NOT FOLD THE COMPLETED FINGERPRINT CARD.</i>
7	If you do not receive a response from the OPI, your fingerprints most likely have cleared. Please call 406-444-3150 or email cert@mt.gov for specific information.
8	The OPI will notify you by letter of rejected fingerprints. Please follow the instructions in that letter to complete the process again.

APPLICANT		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK			FBI		LEAVE BLANK	
				LAST NAME	FIRST NAME	MIDDLE NAME				
SIGNATURE OF PERSON FINGERPRINTED				ALIASES						
EVIDENCE OF PERSON FINGERPRINTED				CITIZENSHIP	SEX	RACE	HGT	WGHT	EYES	HAIR
DATE		SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		YOUR NO.				DATE OF BIRTH		
EMPLOYER AND AT		Montana Office of Public Instruction Educator Licensure Division PO Box 202501 Helena, MT 59620-2501		FBI NO.				CLASS		
REASON FINGERPRINTED		Montana Educator Licensure ARM 10.57.201A		ARMED FORCES NO.				REF.		
				SOCIAL SECURITY NO.						
				MISCELLANEOUS NO.						
1. R. THUMB		2. R. INDEX		3. R. MIDDLE		4. R. RING		5. R. LITTLE		
6. L. THUMB		7. L. INDEX		8. L. MIDDLE		9. L. RING		10. L. LITTLE		
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY		L. THUMB		R. THUMB		RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY				



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